

**ATTACHMENT 13**  
**PROJECT: FIRST-TIME HOMEBUYER NEW CONSTRUCTION**

If more than one project of this type, submit a separate copy of this attachment for each project.

Name of Applicant:\_\_\_\_\_

**SECTION I. PROJECT INFORMATION**

A. Project/Subdivision Name:\_\_\_\_\_

B. Project Address/Location:\_\_\_\_\_

C. Project Developer:\_\_\_\_\_

D. Project Architect, Construction Specialist or Design Specialist:\_\_\_\_\_

**SECTION II. PRIOR EXPERIENCE WITH FIRST-TIME HOMEBUYER NEW CONSTRUCTION PROJECTS**

A. Similar first-time homebuyer new construction projects implemented by applicant, city/county administering a CHDO applicant's project or administrative subcontractor in the last 5 years.

1. Indicate the name of the entity for which information is provided (list only one):

Applicant:\_\_\_\_\_

City/County administering CHDO applicant's project:\_\_\_\_\_

Administrative Subcontractor:\_\_\_\_\_

2. Provide information on similar first-time homebuyer new construction projects implemented in the last 5 years by the entity identified in A.1.

Project/Subdivision Name	Location	Total Units	Funding Sources	Construction Completion Date

Project/Subdivision Name	Location	Total Units	Funding Sources	Construction Completion Date

B Similar first-time homebuyer new construction projects completed in the last 5 years by developer identified in Section I.C.

Project/Subdivision Name	Location	Total Units	Funding Sources	Construction Completion Date

- C. List any Department projects in which the developer identified in Section I.C. has participated within the last 5 years.

Project Name	Project Location	Department Project Number	Department Program Funding Source(s)	Date Project Completed

### SECTION III. DEVELOPMENT MILESTONES

#### A. Site Control

- Does the applicant, city/county administering a CHDO's project, or developer have site control in one of the forms listed under 3. below?  
☐ Yes ☐ No
- If yes to 1, name of entity having site control: \_\_\_\_\_
- If yes to 1, indicate form of site control and provide documentation as Attachment 13.A.
  - ☐ fee title
  - ☐ land sales contract or other enforceable agreement for the acquisition of the property
  - ☐ enforceable option to purchase or option to lease which shall extend through the anticipated date of the Program award as specified in the NOFA
  - ☐ disposition and development agreement with a public entity
  - ☐ leasehold interest on the project property with provision in the lease that enables the lessee to make improvements on and encumber the property provided that the terms and conditions of any proposed lease shall permit, prior to loan closing, compliance with all Program requirements, including compliance with Section 8316
  - ☐ agreement with a public agency that gives the Sponsor exclusive rights to negotiate with that agency for acquisition of the site, provided that the major terms of the acquisition have been agreed to by both parties
- If yes to 1., provide a preliminary title report which is dated no sooner than six months prior to the application due date as identified in the NOFA. (Provide as Attachment 13.B.)  
☐ Check if attached

B. Status of local governmental approvals

Submit a letter from the local government official of the jurisdiction in which the project is located indicating the status of non-ministerial local development approvals as Attachment 13.C. The letter must address the status of all of the following items. Check if approvals are addressed in the letter:

- ☐ General plan amendment
- ☐ Zoning approval or development agreement approval
- ☐ Environmental assessment through CEQA
- ☐ Conditional use permits
- ☐ Variances
- ☐ Subdivision approval
- ☐ Any other outstanding discretionary approvals

C. Soils Report

Submit a copy of the soils report for this project as Attachment 13.D.

D. Regional, State or Federal Permits or Approvals

Submit a letter from the applicant indicating whether any regional, state or federal permits or approvals are required and, if so, the status of those permits or approvals. If approved, submit evidence of approval. Label this documentation as Attachment 13.E.

- ☐ Check if attached

E. Construction Financing Commitments in Place

1. Construction Financing

Total Development Cost: \$ \_\_\_\_\_  
Requested HOME project funds: \$ \_\_\_\_\_  
Other construction financing required: \$ \_\_\_\_\_

2. List Source(s) and Amount(s) of Other Construction Financing Required. In order to be considered committed, documentation as described in 3. below must be submitted as Attachment 13.F.

Source(s) of Financing	Amount(s)	Committed (Yes/No)

3. Submit construction-financing commitments as evidenced by letters or resolutions from the funding sources, evidence of fee waivers, etc. Label this documentation as Attachment 13.F. Except for USDA Rural Development, documentation must contain the following information:

- a. borrower name
- b. project name, if any
- c. address, assessors parcel number or legal description
- d. amount, interest rate and terms
- [ ] Check if attached

F. Permanent Financing Commitments in Place

1. Permanent Financing

Total sales prices of all HOME units: \$ \_\_\_\_\_  
Requested HOME project funds: \$ \_\_\_\_\_  
Other permanent financing required: \$ \_\_\_\_\_

2. List Source(s) and Amount(s) of Other Permanent Financing Required. In order to be considered committed, documentation as described in 3. below must be submitted as Attachment 13.G.

Source(s) of Financing	Amount(s)	Committed (Yes/No)

3. Submit a letter of commitment or resolution from public lenders indicating the amount and allowable use of the funds. Submit a letter of interest stating the total amount of financing available for mortgages from private lenders. Label this documentation as Attachment 13.G. Except for USDA Rural Development, documentation must contain the following information:

- a. project name
- b. project address, assessor's parcel number or legal description
- c. amount

If down payments will be required from purchasers, this contribution may count toward leverage. Submit documentation of this requirement and a detailed description of how their total contribution for the HOME units was calculated. Include this with Attachment 13.G.

G. Phase I Environmental Assessment

Submit a copy of a Phase I for this project as Attachment 13.H.  
[ ] Check if attached

H. Pending Lawsuits

If there are no pending lawsuits that would impact the implementation of this project, submit a certification to that effect as Attachment 13.I.

☐ Check if attached

I. Design Progress

1. Submit one of the following as Attachment 13.J:

☐ Executed agreement with the architect identified in Section I.D. for project design (through working drawings); or

☐ Evidence that construction and/or design specialist identified in Section I.D. has been retained or is on the staff of the entity administering this project. Identify this person, include his or her resume, and a list of comparable projects for which the person has provided services similar to those required for this project

**SECTION IV. FISCAL INTEGRITY**

Submit information in A. if lots or subdivision are developed. Submit information in B. if lots are partially developed or for undeveloped land. Label as Attachment 13.K.

A. For developed lots or a developed subdivision, submit the following documentation:

- ☐ Letter from the applicant certifying that the land on which the units will be constructed is infill sites, or, if the land is a new subdivision, that the final map has been issued; and
- ☐ Cost estimates accompanied by a letter from the architect or the construction/design specialist identified in Section I.D. certifying that the cost estimates are based on all requirements of the project

B. For partially developed or undeveloped land with a tentative subdivision map, submit the following documentation:

- ☐ Letter from the applicant certifying that the tentative subdivision map has been issued; and
- ☐ Cost estimates accompanied by a letter from the architect or construction/design specialist identified in Section I.D. certifying that the costs estimates are based on all requirements of the project, including conditions of the tentative map

**SECTION V. LOCAL MARKET INFORMATION** Complete the following for the project.

Number of Bedrooms/Baths	Number of HOME Units	Proposed Sales Price

**SECTION VI. IDENTIFY REQUIRED MATCH OF 25 PERCENT**

- A. Provide the calculation of required match:

HOME project costs: \_\_\_\_\_ x .25 = \_\_\_\_\_

- B.

Source(s) of Match	Value
TOTAL MATCH	

**SECTION VII. LEVERAGE** Only permanent **project** (not administration) funds should be included. In order to be counted, documentation must be provided as Attachment 13.L. (If documentation has already been provided as Attachment 13.G, state that in Attachment 13.L.)

- A. Provide the calculations in the space provided.

Sum of Sales Prices for All HOME Units                      \$ \_\_\_\_\_  
Requested HOME project funds:                                \$ \_\_\_\_\_  
Other permanent financing required:                         \$ \_\_\_\_\_

- B. Source(s) and Amount(s) of Other Permanent Financing Required (In order to be considered committed, the documentation described in C. must be submitted.)

Source(s) of Financing	Amount(s)	Committed (yes/No)

C. Submit a letter of commitment or resolution from public lenders indicating the amount and allowable use of the funds. Submit a letter of interest stating the total amount of financing available for mortgages from private lenders. Label this documentation as Attachment 13.G. Except for USDA Rural Development, documentation must contain the following information:

- a. project name
- b. project address, assessor's parcel number or legal description
- c. amount

If down payments will be required from purchasers, this contribution may count toward leverage. Submit documentation of this requirement and a detailed description of how their total contribution for the HOME units was calculated. Include this with Attachment 13.G.